



CITY OF PLEASANT HILL

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100 Gregory Lane
Pleasant Hill, CA 94523

GENERAL SUBMITTAL REQUIREMENTS

(excluding Architectural Review, Subdivisions, and Lot Line Adjustments)

The numbers following each type of community development permit refers to the submittal information that must accompany each particular application. Some projects may require more than one approval, thus, applicants are encouraged to process concurrent applications. The staff will review the submittal requirements with each applicant to ensure the most efficient processing and to see if any submittal requirements can be reduced or waived. The submittal information is described in detail below.

COMMUNITY DEVELOPMENT PERMIT TYPE	SUBMITTAL REQUIREMENT
General Plan Amendment	1, 2, 3, 4, 5, 11, 12*, 14, 15, 18, 20*
Rezoning.....	1, 2, 3, 4, 5, 11, 12*, 14, 15, 18, 20*
Variance.....	1, 2, 3, 7, 12*, 14, 15, 16*, 17*, 20*, 21*
Minor Variance.....	1, 2, 3, 7, 12*, 14*, 15, 16*, 20*, 21*
Use Permit	1, 2, 3, 5, 6, 11, 14, 15, 16(a), 16(h), 16(k), 18, 20*, 21*
Minor Use Permit	1, 2, 3, 5, 6, 14, 15, 16(a), 16(h), 16(k), 18, 20*, 21*
Temporary Use Permit	1, 2, 16(a), 16(h), 16(k), 20*, 21*
Secondary Unit	1, 2, 3, 6, 14, 15, 16*, 20*, 21*
Zoning Permit	1, 8, 16(f), 16(h), 16(k), 18, 20*
Development Plan... ..	1, 2, 3, 4, 5, 9, 11*, 12*, 14, 15, 16*, 17, 18, 20*, 21*
Appeals	2, 5, 20*
Home Occupation.....	1, 2, 3, 10, 20*
Tree Removal Permit	1, 13, 14, 16(g), 16(h), 16(k), 20*, 21*
Planned Unit Development	1, 2, 3, 18, 19*, 20*, 21* & see the Planned Unit Development Application Guide
Hillside Planned Unit Development	1, 2, 3, 18, 19*, 20*, 21* & see the Hillside PUD Application Guide

*Some parts of this requirement may be waived for small projects; check with Community Development Dept.

The submittal information shall be provided to the community development department. All submittal information shall be presented along with the community development application form, related fees, and any additional information required by the community development department before the application can be accepted as complete.

Size limit: Plans should be no larger than 22" x 34" **trimmed**.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS BY NUMBER:

(Only those items related to the specific type of permit are to be completed.)

NUMBER OF COPIES

- | | | |
|---|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <input type="checkbox"/> | 1. <u>Application form</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 2. <u>Fee/Deposit</u> - check payable to the City of Pleasant Hill. |
| 1 | <input type="checkbox"/> | 3. <u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan. |
| 1 | <input type="checkbox"/> | 4. <u>Title report</u> - a preliminary title report, prepared within three months prior to filing the application. |
| 1 | <input type="checkbox"/> | 5. <u>Written statement</u> - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed. |
| 1 | <input type="checkbox"/> | 6. <u>Use Permit Analysis</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 7. <u>Variance Analysis</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 8. <u>Zoning Permit Analysis</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 9. <u>Development Plan Analysis</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 10. <u>Home Occupation Analysis</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 11. <u>Environmental Information Form</u> - completed and signed. |
| 1 | <input type="checkbox"/> | 12. <u>Traffic Report</u> - Projects which generate more than 100 peak hour trips shall provide a traffic study that is consistent with the requirements of the Contra Costa Transit Authority. |
| 1 | <input type="checkbox"/> | 13. <u>Tree Condition Evaluation Report</u> - an independent report by a certified arborist, licensed landscape architect or other professional approved by the Public Works and Community Development Director. May be subject to peer review. |
| | <input type="checkbox"/> | 14. <u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. |

- 1 □ 15. Reduction - an 8 1/2" x 11" black and white reduction of each plan.
- 10 □ 16. Site plans - site plans of the project shall be fully dimensioned and accurately drawn. The plans shall contain the following basic information unless the community development department determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the site development review process, they will be subject to review and approval prior to issuance of building permits.

In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.

For small projects that will be reviewed by the zoning administrator, the submittal requirement may be reduced to 5 copies. Check with the community development department.

Site plans shall include the following information:

- a) Legal boundaries - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
- b) Topography - topography of the land with one-foot contour lines for land with a slope of 5 percent or less, and two-foot contours for land over 5 percent. This contour interval may be increased for land with over 20 percent slope. Show faults, flood zones, and slide areas.
- c) Grading - preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50 feet beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad and finished elevations, retaining walls (with height and materials specified).
- d) Streets and lots - proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.
- e) Public areas - areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses, if any.
- f) Land use - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures and trees within 50 feet of the property lines.
- g) Trees - species, common name, size, condition, location, and drip line of existing trees of over 4 inches in circumference, 24 inches above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.
- h) Buildings - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash

enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.

- i) Features - building appurtenances and features, including balconies, decks, landscaping, stairs, and rooflines to be shown.
- j) Phasing - potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.
- k) Coverage - tabulation of building, landscaping, open space and paving.

- 10 ☐ 17. Landscape plan - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

Percent of Landscape coverage on proposed parcel(s).

- 1 ☐ 18. Stormwater Control Plan - each application for a development project which creates one acre (43,560 square feet) or more of impervious surface shall be accompanied by a Stormwater Control Plan. This Stormwater Control Plan shall be prepared in accordance with the Contra Costa Clean Water Program's *Stormwater C.3 Guidebook*. For assistance, request a copy of *Preparing Your Stormwater Control Plan* from Planning Staff.
- 1 ☐ 19. Cost Recovery Agreement – Agreement for payment to the City for application processing and plan checking and inspection services for certain land use and development projects.
- 1 ☐ 20. Participant Disclosure Form – Completed and Signed.
- ☐ 21. City Wide Design Guidelines – Applicable to all projects, the document must be reviewed by an applicant for design review. Projects should be designed, and will be reviewed, in relation to the City-Wide Design Guidelines. The document is available online for download or purchase in hard copy.